

TABLE OF CONTENTS

SECTION 2—ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT _____	1
2.2—SUPERINTENDENT COMPENSATION _____	2
2.3—NON DISCRIMINATION POLICY STATEMENT _____	3
2.4—RESIDENCY REQUIREMENT _____	4

ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT

The Superintendent, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the District. The Superintendent shall be responsible to the Manila Board of Education for administering the school system according to the mandates of the laws, Arkansas Department of Education, other agencies of jurisdiction, and policies governing school operations. While the Superintendent may delegate his duties when and where necessary and appropriate, he/she shall be responsible to the Board for the results of those duties delegated. The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Manila School District administrators shall be required to live within the boundaries of the school district.

Some of the Superintendent's duties include:

- 1) Implementing the policies of the Board;
- 2) Being responsible for the planning and implementation of an educational program in accordance with State and Federal requirements and the needs of the District;
- 3) Reporting to the Board concerning the status of the educational program, personnel, and operations, and making recommendations for improving instruction, activities, services, and facilities;
- 4) Acting as a liaison between the Board and school personnel;
- 5) Making recommendations to the Board concerning personnel employment, discipline, and termination;
- 6) Communicating the District's vision and mission to staff, students, parents, and the community;
- 7) Being responsible for the development of short- and long-term goals for the District;
- 8) Preparing and presenting an annual budget for the District to the Board for its consideration;
- 9) Administering the District's budget and regularly reporting to the Board on the financial condition of the District;
- 10) Attending and participating in all meetings of the Board except when his employment is being considered;
- 11) Preparing, in consultation with the Board President, the agenda for all Board meetings;
- 12) Being responsible for the planning and implementation of an effective personnel evaluation system that is aligned with the goals of the District; and
- 13) Maintaining a current knowledge of developments in curriculum and instruction, as well as pertinent legal changes, and advising the professional staff and Board of such information.
- 14) Award a limited number of district activity passes which may include the press, district retirees, and others as deemed necessary and prudent.
- 15) Retain district representation in the form of an attorney.

Date Adopted: 05/19/05

Last Revised:

2.2—SUPERINTENDENT COMPENSATION

The salary and employment benefits of the Superintendent shall be determined by the Board. This includes such benefits as insurance, transportation allowances, annual vacations, holidays, and any other entitlements as deemed appropriate.

Date Adopted: 05/19/05

Last Revised:

2.3—NON DISCRIMINATION POLICY STATEMENT

Non Discrimination Policy Statement

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1982; and Section 504 of the Rehabilitation Act of 1973; Manila School District assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap be excluded for the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Coordinator: Title VI, Superintendent
Address: PO Box 670
Manila, AR 72442
Phone: 561-4419

Coordinator: Title IX, Superintendent
Address: PO Box 670
Manila, AR 72442
Phone: 561-4419

Coordinator: Section 504, Superintendent
Address: PO Box 670
Manila, AR 72442
Phone: 561-4419

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the above appropriate coordinator.

Date Adopted:
Last Revised:

2.4—RESIDENCY REQUIREMENT

All principals and administrators are required to live within the boundaries of Manila School District.

Date Adopted: 2001/2002 School Year
Last Revised: